


MEMORANDUM

TO: THE HONORABLE MAYOR AND
MEMBERS OF CITY COUNCIL

FROM: IGNACIO B. PESSOA 
CITY ATTORNEY

DATE: OCTOBER 24, 2003

SUBJECT: RESOLUTION ADOPTING REVISED RULES OF PROCEDURE, ORDER OF
BUSINESS AND SCHEDULE FOR COUNCIL MEETINGS

Issue: Adoption of a resolution revising the rules of procedure, order of business and schedule for council meetings.

Recommendation: That City Council adopt the attached resolution.

Discussion: On September 13, 2003, City Council adopted Ordinance No. 4341, which changed the time for Council's regular, Tuesday legislative meetings from 7:30 to 7:00 p.m.; clarified that there is no requirement for a second legislative meeting in December, and repealed the City Code provisions which established a detailed order of business for council meetings. Under this ordinance, the order of business is to be established council resolution.

At that time, Council requested that staff bring forward the necessary amendments to the existing procedural resolution (Resolution No. 1944, a copy of which is attached), to conform to the new ordinance provisions, and to the current order of business and practice of Council. The proposed resolution which is attached accomplishes the necessary changes, which are summarized below.

First, the proposed resolution reflects the earlier time for the Tuesday legislative meetings, and provides that there will be no regular second legislative meeting on the fourth Tuesday in December. (In the event that a second legislative meeting in that month were for some reason thought necessary, it could be called as a special meeting.)

Second, the proposed resolution adopts the following order of business for the Tuesday legislative meetings:

- (a) Calling the roll.
- (b) Moment of silence.
- (c) Pledge of allegiance.
- (d) Reading and acting upon the minutes of the previous meeting.
- (e) Recognition of youth.
- (f) Proclamations.

- (g) Consent calendar:
 - 1. Resignations and uncontested appointments.
 - 2. Reports and recommendations of the City Manager.
 - 3. Ordinances for introduction and first reading.
- (h) Contested appointments.
- (i) Reports and recommendations of the City Manager for discussion.
- (j) Reports and Recommendations from boards, commissions and committees.
- (k) Oral reports by members of City Council.
- (l) Oral presentations by members of City Council.
- (m) Oral reports by the City Manager.
- (n) Ordinances and resolutions for discussion or adoption without public hearing.
- (o) Other business.
- (p) Executive sessions.

This order of business reflects current council practice, with two changes. Presently, the consent calendar is divided and appears on the docket in two parts: the first with resignations, uncontested appointments, and city manager recommendations; the second with ordinances up for introduction and first reading. For clarity and ease of reference, the proposed resolution consolidates all consent items at one place on the docket. In addition, the proposed resolution removes the report of the city clerk as an item of business. In the event that a report from the clerk should be necessary, it can in the future be included as other business.

Third, the proposed resolution adopts the following order of business for the Saturday public hearing meetings:

- (a) Calling the roll.
- (b) Public discussion period (30 minutes).
- (c) Action consent calendar:
 - 1. Reports of boards, commissions and committees.
 - 2. Reports and recommendations of the city manager.
- (d) Public hearing on reports and recommendations of the city manager.
- (e) Public hearing on reports of boards, commissions and committees.
- (f) Public hearing, second reading and final passage of ordinances, and public hearing and adoption of resolutions.
- (g) Deferral/withdrawal consent calendar.
- (h) Other business.
- (i) Executive sessions.

This order of business reflects current council practice.

Finally, with respect to meeting procedures, the proposed resolution reflects the current practice of allocating three (rather than five, as in the existing resolution) minutes for each speaker, both during the public discussion ("open mike") period, and for docketed items. The speaker's form has also been revised to reflect the current three minute rule, so that speakers will be informed of the correct time limitation.

The proposed resolution includes a few other, non-substantive changes of a purely editorial nature.

The city manager, city clerk and I will be pleased to answer any questions concerning this matter at the October 28th meeting.

Attachments: Resolution No. 1944
Proposed Resolution

RESOLUTION NO. 1944

WHEREAS, Resolution No. 442, adopted November 12, 1975, established certain rules of procedure, orders of business and schedules for meetings of the City Council; and

WHEREAS, it is necessary and desirable to amend Resolution No. 442 to conform to the present practices of City Council and for other purposes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Alexandria:

Section 1. Schedule for Meetings and Official Events. That the following schedule for City Council meetings and other official events be, and the same hereby is, adopted, and shall be supplemental and in addition to the applicable provisions contained in The Code of the City of Alexandria, Virginia, 1981, as amended:

1. The City Council shall, except during the months of July and August, hold regular meetings on the second and fourth Tuesdays in each month at 7:30 p.m.; provided, however, that when any such day shall fall on a legal holiday, the meeting shall be held on the next succeeding day.

2. The City Council shall, except during the months of July and August, hold regular public hearing meetings on the Saturday following the second Tuesday in each month at 9:30 a.m.; provided, however, that when such day shall fall on or within three days of a legal holiday, the meeting may be held on the Saturday preceding the fourth Tuesday of the month.

3. Special meetings of the City Council, held in lieu of or in addition to regular meetings, may be held at any time as provided for in section 2-1-43 of The Code of the City of Alexandria, Virginia, 1981, as amended.

4. At the first regular meeting in September of each year, City Council shall approve a calendar of City Council meetings and other official events for the entire year, from September through June, including any neighborhood meetings that are planned, and may, from time to time, amend the calendar as deemed desirable.

Section 2. Order of Business for Regular, Public Hearing and Special Meetings. That the following Order of Business for City Council meetings be, and the same hereby is, adopted, and shall be supplemental and in addition to applicable provisions contained in The Code of the City of Alexandria, Virginia, 1981, as amended.

1. At regular meetings the order of business shall be as follows:

- (a) Calling the roll.
- (b) Invocation.
- (c) Reading and acting upon the minutes of the previous meeting.
- (d) Report of the City Clerk.
- (e) Proclamations.
- (f) Reports and recommendations of the City Manager.
- (g) Reports and recommendations from boards, commissions and committees.
- (h) Oral presentations by members of City Council.
- (i) Ordinances and resolutions.
- (j) Other business.
- (k) Appointments.
- (l) Executive sessions.

2. At public hearing meetings, the order of business shall be as follows:

- (a) Calling the roll.
- (b) Public discussion period (30 minutes).
- (c) Public hearing on reports of boards, commissions and committees.
- (d) Public hearing on reports and recommendations of the City Manager.
- (e) Public hearing, second reading and final passage of ordinances, and public hearing and adoption of resolutions.
- (f) Other business.
- (g) Executive sessions.

3. At special meetings, the order of business shall conform to the order established for regular or public hearing meetings, as appropriate, or shall be established in the notice of the meeting, as provided by section 2-1-43 of The Code of the City of Alexandria, Virginia, 1981, as amended.

Section 3. Rules of Procedure for Regular, Public Hearing and Special Meetings. That the following rules of procedure for regular, public hearing and special meetings of City Council be, and the same hereby are, adopted, and shall be supplemental and in addition to applicable provisions contained in The Code of the City of Alexandria, Virginia, 1981, as amended:

1. All supporting reports, documents or material shall be delivered to each member of Council at least 48 hours in advance of the meeting.

2. All supporting reports, documents or material, other than material exempt from disclosure under the Freedom of Information Act, shall be available to the public at the time such material is delivered to the members of Council.

3. The public will normally not be recognized to speak on docket items at regular meetings. The rule with respect to when a person may speak to a docket item can be waived by a majority vote of council members present, but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply. (See also paragraph 7 below.)

4. One or more consent calendars, comprised of docket items deemed to be routine and housekeeping in the discretion of the City Council or City Manager, shall be prepared for each meeting at the direction of the City Manager. Adoption or approval of the entire consent calendar, including all items on the consent calendar, shall require only a single vote by City Council; provided, that upon the request of a member of the Council, any item on a consent calendar shall be voted upon separately; and, provided further, that upon the request of a member of the public, any item on a consent calendar for a public hearing meeting shall be heard and voted upon separately. A consent calendar shall not include ordinances docketed for public hearing, second reading and final passage, resolutions or other items requiring a roll-call vote by Council.

5. If the City Clerk, at least two days before a meeting, shall transmit to each member of the City Council, at the member's business or residence address, a copy of the minutes of a previous Council meeting for inspection, reading thereof before the City Council assembled may, upon motion, be dispensed with and such minutes may be acted upon.

6. At all meetings the City Manager shall, where reasonably possible, arrange the docket so that items covering similar subject matter are grouped together.

7. The first 30 minutes of a public hearing meeting will be open for public discussion on any subject not on the public hearing docket. The mayor may grant permission to a person who is unable to participate in public discussion at a public hearing meeting, for medical, religious, family emergency or other similarly significant reasons, to speak at a regular meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply. Guidelines for the public discussion period shall be as follows:

(a) All speakers must complete a speaker request form and submit the completed form to the City Clerk by the time the item is called by the Clerk.

(b) No speaker will be allowed more than five minutes, and that time may be reduced by the mayor or other presiding member of Council.

(c) If more than six speakers are signed up, or if more speakers are signed up than would be allotted for in 30 minutes, the mayor will organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will also be allowed to speak during the 30-minute public discussion period.

(d) If speakers seeking to address City Council on the same subject cannot agree on a particular order or method that they would like the speakers to be called, the speakers shall be called in the chronological order of their request forms' submission.

(e) Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.

8. Any speaker wishing to address City Council shall register his or her intent to do so on a speaker request form filed with the City Clerk in advance of the time that the item about which the speaker wishes to speak is called on the docket, or in advance of the public discussion period. The speaker request form shall be substantially in the form attached hereto.

9. The order of speakers shall be determined by the mayor or other presiding member of Council.

10. A speaker shall limit his or her remarks to five minutes and shall speak only once on any docket item. The mayor or other presiding member of Council may allow rebuttal for a total of no more than five minutes, and a proponent may also speak during the time allowed for rebuttal. A speaker requiring more than five minutes for his or her presentation shall notify the City Clerk in writing before 5:00 p.m. of the day preceding the date of the meeting of the additional time required, together with the reasons. Council may, by consent of a majority of those present, grant additional time not to exceed fifteen minutes. Additional time for rebuttal shall not be allowed. A speaker shall be stopped if his or her comments become irrelevant or unnecessarily repetitious.

11. Speakers are encouraged to prepare and deliver to the City Clerk for distribution to the Council written statements of their positions.

12. The City Clerk shall arrange for a timekeeper to assure that each speaker stays within the allotted speaking time.

13. When voting on final passage of any ordinance, or on any resolution, the name of each member of City Council voting and how the member voted shall be recorded by the City Clerk.

Section 4. Miscellaneous provisions.

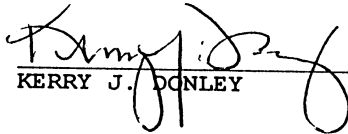
1. The Schedule of Meetings, Order of Business and Rules of Procedures adopted by this resolution shall not be departed from, except upon the consent of the majority of the Council members present.

2. The Schedule of Meetings, Order of Business and Rules of Procedure adopted by this resolution, unless otherwise required by law, shall be directory only, shall not have the force or effect of law, and a departure therefrom shall not be construed to invalidate any Council proceeding, decision or action.

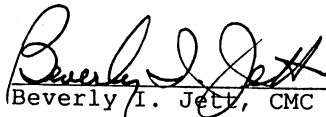
3. This resolution shall become effective on January 12, 2000.

Section 5. Repeal. That Resolution No. 442, adopted November 12, 1975, relating to rules of procedure, orders of business and schedules for meetings of the City Council be, and the same hereby is, repealed.

ADOPTED: January 11, 2000


KERRY J. DONLEY MAYOR

ATTEST:


Beverly I. Jett, CMC City Clerk

SPEAKER'S FORM

DOCKET ITEM NO. _____

PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK
BEFORE YOU SPEAK ON A DOCKET ITEM.

PLEASE ANNOUNCE THE INFORMATION
SPECIFIED BELOW PRIOR TO SPEAKING.

1. Name _____

2. Address _____

3. Whom do you represent, if other than yourself? _____

4. What is your position on this item?
For _____ Against _____ Other _____

5. Nature of your interest in the item (property owner,
attorney, lobbyist, civic interest, etc.)? _____

6. Are you receiving compensation for this appearance before
Council? Yes _____ No _____

This form shall be kept as a part of the permanent record in those
instances where financial interest or compensation is indicated by
the speaker.

A maximum of five minutes will be allowed for your presentation.
If you have a prepared statement, please leave a copy with the
Clerk.

Additional time not to exceed 15 minutes may be obtained with the
consent of the majority of the council present, provided that
notice requesting additional time with reasons stated is filed
with the City Clerk in writing before 5:00 p.m. of the day
preceding the meeting.

The public normally may speak on docket items only at Public
Hearing Meetings, and not at Regular Meetings. Public Hearing
Meetings are usually held on the Saturday following the second
Tuesday in each month; Regular Meetings are regularly held on the
second and fourth Tuesdays in each month. The rule with respect to
when a person may speak to a docket item can be waived by a
majority vote of council members present, but such a waiver is not
normal practice. When a speaker is recognized, the rules of
procedures for speakers at public hearing meetings shall apply.

In addition, the public may speak on matters which are not on the
docket during the Public Discussion Period at Public Hearing
Meetings. The mayor may grant permission to a person, who is
unable to participate in public discussion at a Public Hearing
Meeting for medical, religious, family emergency or other similarly
substantial reasons, to speak at a regular meeting. When such
permission is granted, the rules of procedures for public
discussion at public hearing meetings shall apply.

Guidelines for the Public Discussion Period

- (1) All speaker request forms for the public discussion period must be submitted by the time the item is called by the City Clerk.
- (2) No speaker will be allowed more than five minutes, and that time may be reduced by the mayor or presiding member.
- (3) If more than six speakers are signed up, or if more speakers are signed up than would be allotted for in 30 minutes, the mayor will organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will also be allowed to speak during the 30 minute public discussion period.
- (4) If speakers seeking to address council on the same subject cannot agree on a particular order or method that they would like the speakers to be called, the speakers shall be called in the chronological order of their request forms' submission.
- (5) Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.

RESOLUTION NO. _____

WHEREAS, Resolution No. 1944, adopted January 11, 2000, established rules of procedure, the order of business and a schedule for meetings of the City Council; and

WHEREAS, it is necessary and desirable to amend Resolution No. 1944 to conform to the present practices of City Council and for other purposes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Alexandria:

Section 1. Schedule for Meetings and Official Events. That the following schedule for City Council meetings and other official events be, and the same hereby is, adopted and shall be supplemental and in addition to the provisions contained in The Code of the City of Alexandria, Virginia, 1981, as amended:

1. The City Council shall, except during the months of July and August, hold regular legislative meetings on the second and fourth Tuesdays in each month at 7:00 p.m.; provided, however, that when any such day shall fall on a legal holiday, the meeting shall be held on the next succeeding day; and, provided further, that there shall be no regular legislative meeting on the fourth Tuesday in December.

2. The City Council shall, except during the months of July and August, hold regular public hearing meetings on the Saturday following the second Tuesday in each month at 9:30 a.m., provided, however, that when such day shall fall on or within three days of a legal holiday, the meeting may be held on the Saturday preceding the fourth Tuesday of the month.

3. Special meetings of the City Council, held in lieu of or in addition to regular meetings, may be held at any time as provided for in Sec. 2-1-43 of The Code of the City of Alexandria, Virginia, 1981, as amended.

4. At the first regular meeting in September of each year, City Council shall approve a calendar of City Council Meetings and other official events, including any neighborhood meetings that are planned, for the entire year from September through June, and may, from time to time, amend the calendar as deemed desirable.

Section 2. Order of Business for Regular, Public Hearing and Special Meetings.

That the following Order of Business for City Council Meetings be, and the same hereby is, adopted pursuant to Section 2-1-47 of The Code of the City of Alexandria, Virginia 1981, as amended.

1. At regular legislative meetings the order of business shall be as follows:

- (a) Calling the roll.
- (b) Moment of silence.
- (c) Pledge of allegiance.
- (d) Reading and acting upon the minutes of the previous meeting.
- (e) Recognition of youth.
- (f) Proclamations.
- (g) Consent calendar:
 - 1. Resignations and uncontested appointments.
 - 2. Reports and recommendations of the City Manager.
 - 3. Ordinances for introduction and first reading.
- (h) Contested appointments.
- (i) Reports and recommendations of the City Manager for discussion.
- (j) Reports and Recommendations from boards, commissions and committees.
- (k) Oral reports by members of City Council.
- (l) Oral presentations by members of City Council.
- (m) Oral report by the City Manager.
- (n) Ordinances and resolutions for discussion or adoption without public hearing.
- (o) Other business.
- (p) Executive sessions.

2. At regular public hearing meetings, the order of business shall be as follows:

- (a) Calling the roll.
- (b) Public discussion period (30 minutes).
- (c) Action consent calendar:
 - 1. Reports of boards, commissions and committees.
 - 2. Reports and recommendations of the city manager.
- (d) Public hearing on reports and recommendations of the city manager.
- (e) Public hearing on reports of boards, commissions and committees.
- (f) Public hearing, second reading and final passage of ordinances, and public hearing and adoption of resolutions.
- (g) Deferral/withdrawal consent calendar.
- (h) Other business.
- (i) Executive sessions.

3. At special meetings, the order of business shall conform to the order established for regular legislative or public hearing meetings, as appropriate, or shall be established in the notice of the meeting as provided by Sec. 2-1-43 of the Code of the City of Alexandria, Virginia, 1981, as amended.

Section 3. Rules of Procedure for Regular, Public Hearing and Special Meetings.

That the following rules of procedure for regular legislative and public hearing, and special, meetings of City Council be, and the same hereby are, adopted and shall be supplemental and in addition to the provisions contained in the Code of the City of Alexandria, Virginia, 1981, as amended:

1. All supporting reports, documents or material shall be delivered to each member of Council at least 48 hours in advance of the meeting. Supporting reports, documents or material may be delivered subsequently when exceptional circumstances so require.

2. All supporting reports, documents or material, other than material exempt from disclosure under the Freedom of Information Act, shall be made available to the public at the time such material is delivered to the members of council.

3. The public will normally not be recognized to speak on docket items at regular legislative meetings. The rule with respect to when a person may speak to a docket item at a legislative meeting can be waived by a majority vote of council members present but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply. (See also paragraph 7, below.) If an item is docketed *for public hearing* at a regular legislative meeting, the public may speak to that item, and the rules of procedures for speakers at public hearing meetings shall apply.

4. One or more consent calendars, comprised of docket items deemed to be routine and housekeeping in the discretion of the City Council or City Manager, shall be prepared for each meeting at the direction of the City Manager. Adoption or approval of all items on a consent calendar shall require but a single vote by City Council; except that upon the request of any member of the City Council any item on the consent calendar shall be voted upon separately; and, provided further, that upon the request of a member of the public, any item on a consent calendar for a public hearing meeting shall be heard and voted upon separately. A consent calendar shall not include ordinances docketed for public hearing, second reading and final passage, resolutions or other items requiring a roll-call vote by Council.

5. If the city clerk, at least two days before the meeting, shall transmit to each member of the City Council, at the member's business or residence address, a copy of the minutes of such previous meeting for inspection, reading thereof before the City Council assembled may, unless a member otherwise requests, be dispensed with and such minutes so inspected may be acted upon without being read.

6. At all meetings the city manager shall where reasonably possible arrange the docket so that items covering similar subject matter are grouped together.

7. The first 30 minutes of public hearing meetings will be open for public discussion on any subject not on the public hearing docket. The mayor may grant permission to a person, who is unable to participate in public discussion at a public hearing meeting for medical, religious, family emergency or other similarly significant reasons, to speak at a regular legislative meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply. Guidelines for the public discussion period shall be as follows:

(a) All speakers must complete a speaker request form and submit the completed form to the City Clerk by the time the item is called by the City Clerk.

(b) No speaker will be allowed more than three minutes, but that time may be extended by the mayor or presiding member.

(c) If more speakers are signed up than would be allotted for in 30 minutes, the mayor may organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will be allowed to speak during the 30 minute public discussion period.

(d) If speakers seeking to address council on the same subject cannot agree on a particular order or method that they would like the speakers to be called on, the speakers shall be called in the chronological order in which their request forms were received.

(e) Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.

8. Any speaker wishing to address Council shall register his or her intent to do so on a speaker request form filed with the City Clerk in advance of the time that the item about which the speaker wishes to speak is called on the docket, or in advance of the public discussion period. The speaker request form shall be substantially in the form attached hereto.

9. The order of speakers shall be determined by the mayor or other presiding member of council.

10. A speaker shall limit his or her remarks to three minutes and shall speak only once on any docket item. The mayor or presiding member may allow rebuttal for a total of no more than three minutes, and a proponent may also speak during the time allowed for rebuttal. The mayor or presiding member may allow a speaker a brief extension of time to conclude the

speaker's remarks. A speaker requiring more than three minutes for his or her presentation shall notify the City Clerk in writing before 5:00 p.m. of the day preceding the date of the meeting of the additional time required, together with the reasons. Council may, by consent of a majority of those present, grant additional time not to exceed fifteen minutes. A speaker shall be stopped if his or her comments become irrelevant or unnecessarily repetitious.

11. Speakers are encouraged to prepare and deliver to the City Clerk for distribution to the Council written statements of their positions.

12. The City Clerk shall arrange for a timekeeper to assure that each speaker stays within the allotted speaking time.

13. When voting on final passage of any ordinance, or on any resolution, the name of each member voting and how the member voted shall be recorded by the City Clerk.

Section 4. Miscellaneous provisions.

1. That the Schedule of Meetings, Order of Business and Rules of Procedures adopted by this resolution shall not be departed from, except upon the consent of the majority of the Council members present.

2. That the Schedule of Meetings, Order of Business and Rules of Procedure adopted by this resolution, unless otherwise required by law, shall be directory only, shall not have the force or effect of law, and a departure therefrom shall not be construed to invalidate any Council proceeding or decision.

3. That this resolution shall become effective on November 1, 2003.

Section 5. Repeal. That Resolution No. 1944, adopted January 11, 2000, relating to rules of procedure, orders of business and schedules for meetings of the City Council be, and the same hereby is, repealed effective October 31, 2003.

ADOPTED:

WILLIAM D. EUILLE MAYOR

ATTEST:

JACQUELINE M. HENDERSON, CMC, CITY CLERK

SPEAKER'S FORM

DOCKET ITEM NO. _____

PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK
BEFORE YOU SPEAK ON A DOCKET ITEM.

PLEASE ANNOUNCE THE INFORMATION
SPECIFIED BELOW PRIOR TO SPEAKING.

1. Name _____

2. Address _____

3. Whom do you represent, if other than yourself? _____

4. What is your position on this item? For _____ Against _____

Other _____

5. Nature of your interest in item (property owner, attorney, lobbyist, civic interest, etc.).

6. Are you receiving compensation for this appearance before Council? Yes ____ No ____

This form shall be kept as a part of the permanent record in those instances where financial interest or compensation is indicated by the speaker.

A maximum of three minutes will be allowed for your presentation. If you have a prepared statement, please leave a copy with the Clerk.

Additional time not to exceed 15 minutes may be obtained with the consent of the majority of the council present; provided notice requesting additional time with reasons stated is filed with the City Clerk in writing before 5:00 p.m. of the day preceding the meeting.

The public normally may speak on docket items only at public hearing meetings, and not at regular legislative meetings. Public hearing meetings are usually held on the Saturday following the second Tuesday in each month; regular legislative meetings on the second and fourth Tuesdays in each month. The rule with respect to when a person may speak to a docket item at a legislative meeting can be waived by a majority vote of council members present but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply. If an item is docketed *for public hearing* at a regular legislative meeting, the public may speak to that item, and the rules of procedures for speakers at public hearing meetings shall apply.

In addition, the public may speak on matters which are not on the docket during the Public Discussion Period at public hearing meetings. The mayor may grant permission to a person, who is unable to participate in public discussion at a public hearing meeting for medical, religious, family emergency or other similarly substantial reasons, to speak at a regular legislative meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply.

Guidelines for the Public Discussion Period

- (a) All speaker request forms for the public discussion period must be submitted by the time the item is called by the city clerk.
- (b) No speaker will be allowed more than three minutes.
- (c) If more speakers are signed up than would be allotted for in 30 minutes, the mayor will organize speaker requests by subject or position, and allocated appropriate times, trying to ensure that speakers on unrelated subjects will also be allowed to speak during the 30 minute public discussion period.
- (d) If speakers seeking to address council on the same subject cannot agree on a particular order or method that they would like the speakers to be called on, the speakers shall be called in the chronological order of their request forms' submission.
- (e) Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.

RESOLUTION NO. 2085

WHEREAS, Resolution No. 1944, adopted January 11, 2000, established rules of procedure, the order of business and a schedule for meetings of the City Council; and

WHEREAS, it is necessary and desirable to amend Resolution No. 1944 to conform to the present practices of City Council and for other purposes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Alexandria:

Section 1. Schedule for Meetings and Official Events. That the following schedule for City Council meetings and other official events be, and the same hereby is, adopted and shall be supplemental and in addition to the provisions contained in The Code of the City of Alexandria, Virginia, 1981, as amended:

1. The City Council shall, except during the months of July and August, hold regular legislative meetings on the second and fourth Tuesdays in each month at 7:00 p.m.; provided, however, that when any such day shall fall on a legal holiday, the meeting shall be held on the next succeeding day; and, provided further, that there shall be no regular legislative meeting on the fourth Tuesday in December.

2. The City Council shall, except during the months of July and August, hold regular public hearing meetings on the Saturday following the second Tuesday in each month at 9:30 a.m., provided, however, that when such day shall fall on or within three days of a legal holiday, the meeting may be held on the Saturday preceding the fourth Tuesday of the month.

3. Special meetings of the City Council, held in lieu of or in addition to regular meetings, may be held at any time as provided for in Sec. 2-1-43 of The Code of the City of Alexandria, Virginia, 1981, as amended.

4. At the first regular meeting in September of each year, City Council shall approve a calendar of City Council Meetings and other official events, including any neighborhood meetings that are planned, for the entire year from September through June, and may, from time to time, amend the calendar as deemed desirable.

Section 2. Order of Business for Regular, Public Hearing and Special Meetings. That the following Order of Business for City Council Meetings be, and the same hereby is, adopted pursuant to Section 2-1-47 of The Code of the City of Alexandria, Virginia 1981, as amended.

1. At regular legislative meetings the order of business shall be as follows:

- (a) Calling the roll.
- (b) Moment of silence.
- (c) Pledge of allegiance.
- (d) Reading and acting upon the minutes of the previous meeting.
- (e) Recognition of youth.
- (f) Proclamations.
- (g) Consent calendar:
 1. Resignations and uncontested appointments.
 2. Reports and recommendations of the City Manager.
 3. Ordinances for introduction and first reading.
- (h) Contested appointments.
- (i) Reports and recommendations of the City Manager for discussion.
- (j) Reports and Recommendations from boards, commissions and committees.
- (k) Oral reports by members of City Council.
- (l) Oral presentations by members of City Council.
- (m) Oral report by the City Manager.
- (n) Ordinances and resolutions for discussion or adoption without public

- hearing.
- (o) Other business.
- (p) Executive sessions.

2. At regular public hearing meetings, the order of business shall be as follows:

- (a) Calling the roll.
- (b) Public discussion period (30 minutes).
- (c) Action consent calendar:
 - 1. Reports of boards, commissions and committees.
 - 2. Reports and recommendations of the city manager.
- (d) Public hearing on reports and recommendations of the city manager.
- (e) Public hearing on reports of boards, commissions and committees.
- (f) Public hearing, second reading and final passage of ordinances, and public hearing and adoption of resolutions.
- (g) Deferral/withdrawal consent calendar.
- (h) Other business.
- (i) Executive sessions.

3. At special meetings, the order of business shall conform to the order established for regular legislative or public hearing meetings, as appropriate, or shall be established in the notice of the meeting as provided by Sec. 2-1-43 of the Code of the City of Alexandria, Virginia, 1981, as amended.

Section 3. Rules of Procedure for Regular, Public Hearing and Special Meetings. That the following rules of procedure for regular legislative and public hearing, and special meetings of City Council be, and the same hereby are, adopted and shall be supplemental and in addition to the provisions contained in the Code of the City of Alexandria, Virginia, 1981, as amended:

1. All supporting reports, documents or material shall be delivered to each member of Council at least 48 hours in advance of the meeting. Supporting reports, documents or material may be delivered subsequently when exceptional circumstances so require.

2. All supporting reports, documents or material, other than material exempt from disclosure under the Freedom of Information Act, shall be made available to the public at the time such material is delivered to the members of council.

3. The public will normally not be recognized to speak on docket items at regular legislative meetings. The rule with respect to when a person may speak to a docket item at a legislative meeting can be waived by a majority vote of council members present but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply. (See also paragraph 7, below.) If an item is docketed *for public hearing* at a regular legislative meeting, the public may speak to that item, and the rules of procedures for speakers at public hearing meetings shall apply.

4. One or more consent calendars, comprised of docket items deemed to be routine and housekeeping in the discretion of the City Council or City Manager, shall be prepared for each meeting at the direction of the City Manager. Adoption or approval of all items on a consent calendar shall require but a single vote by City Council; except that upon the request of any member of the City Council any item on the consent calendar shall be voted upon separately; and, provided further, that upon the request of a member of the public, any item on a consent calendar for a public hearing meeting shall be heard and voted upon separately. A consent calendar shall not include ordinances docketed for public hearing, second reading and final passage, resolutions or other items requiring a roll-call vote by Council.

5. If the City Clerk, at least two days before the meeting, shall transmit to each member of the City Council, at the member's business or residence address, a copy of the minutes of such previous meeting for inspection, reading thereof before the City Council assembled may, unless a member otherwise requests, be dispensed with and such minutes so inspected may be acted upon without being read.

6. At all meetings the City Manager shall where reasonably possible arrange the docket so that items covering similar subject matter are grouped together.

7. The first 30 minutes of public hearing meetings will be open for public discussion on any subject not on the public hearing docket. The mayor may grant permission to a person, who is unable to participate in public discussion at a public hearing meeting for medical, religious, family emergency or other similarly significant reasons, to speak at a regular legislative meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply. Guidelines for the public discussion period shall be as follows:

(a) All speakers must complete a speaker request form and submit the completed form to the City Clerk by the time the item is called by the City Clerk.

(b) No speaker will be allowed more than three minutes, but that time may be extended by the Mayor or presiding member.

(c) If more speakers are signed up than would be allotted for in 30 minutes, the Mayor may organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will be allowed to speak during the 30 minute public discussion period.

(d) If speakers seeking to address council on the same subject cannot agree on a particular order or method that they would like the speakers to be called on, the speakers shall be called in the chronological order in which their request forms were received.

(e) Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.

8. Any speaker wishing to address Council shall register his or her intent to do so on a speaker request form filed with the City Clerk in advance of the time that the item about which the speaker wishes to speak is called on the docket, or in advance of the public discussion period. The speaker request form shall be substantially in the form attached hereto.

9. The order of speakers shall be determined by the Mayor or other presiding member of council.

10. A speaker shall limit his or her remarks to three minutes and shall speak only once on any docket item. The Mayor or presiding member may allow rebuttal for a total of no more than three minutes, and a proponent may also speak during the time allowed for rebuttal. The Mayor or presiding member may allow a speaker a brief extension of time to conclude the speaker's remarks. A speaker requiring more than three minutes for his or her presentation shall notify the City Clerk in writing before 5:00 p.m. of the day preceding the date of the meeting of the additional time required, together with the reasons. Council may, by consent of a majority of those present, grant additional time not to exceed fifteen minutes. A speaker shall be stopped if his or her comments become irrelevant or unnecessarily repetitious.

11. Speakers are encouraged to prepare and deliver to the City Clerk for distribution to the Council written statements of their positions.

12. The City Clerk shall arrange for a timekeeper to assure that each speaker stays within the allotted speaking time.

13. When voting on final passage of any ordinance, or on any resolution, the name of each member voting and how the member voted shall be recorded by the City Clerk.

Section 4. Miscellaneous provisions.

1. That the Schedule of Meetings, Order of Business and Rules of Procedures adopted by this resolution shall not be departed from, except upon the consent of the majority of the Council members present.

2. That the Schedule of Meetings, Order of Business and Rules of Procedure adopted by this resolution, unless otherwise required by law, shall be directory only, shall not have the force or effect of law, and a departure therefrom shall not be construed to invalidate any Council proceeding or decision.

3. That this resolution shall become effective on November 1, 2003.

Section 5. Repeal. That Resolution No. 1944, adopted January 11, 2000, relating to rules of procedure, orders of business and schedules for meetings of the City Council be, and the same hereby is, repealed effective October 31, 2003.

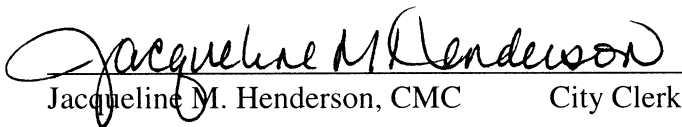
ADOPTED: October 28, 2003



WILLIAM D. EULLE

MAYOR

ATTEST:


Jacqueline M. Henderson, CMC City Clerk

SPEAKER'S FORM

DOCKET ITEM NO. _____

**PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK
BEFORE YOU SPEAK ON A DOCKET ITEM.**

PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.

1. NAME: _____
2. ADDRESS: _____
TELEPHONE NO. _____ E-MAIL ADDRESS: _____
3. WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF? _____

4. WHAT IS YOUR POSITION ON THE ITEM?
FOR: _____ AGAINST: _____ OTHER: _____
5. NATURE OF YOUR INTEREST IN ITEM (PROPERTY OWNER, ATTORNEY, LOBBYIST,
CIVIC INTEREST, ETC.):

6. ARE YOU RECEIVING COMPENSATION FOR THIS APPEARANCE BEFORE COUNCIL?
YES _____ NO _____

This form shall be kept as a part of the permanent record in those instances where financial interest or compensation is indicated by the speaker.

A maximum of three minutes will be allowed for your presentation. If you have a prepared statement, please leave a copy with the Clerk.

Additional time not to exceed 15 minutes may be obtained with the consent of the majority of the council present; provided notice requesting additional time with reasons stated is filed with the City Clerk in writing before 5:00 p.m. of the day preceding the meeting.

The public normally may speak on docket items only at public hearing meetings, and not at regular legislative meetings. Public hearing meetings are usually held on the Saturday following the second Tuesday in each month; regular legislative meetings on the second and fourth Tuesdays in each month. The rule with respect to when a person may speak to a docket item at a legislative meeting can be waived by a majority vote of council members present but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply. If an item is docketed *for public hearing* at a regular legislative meeting, the public may speak to that item, and the rules of procedures for speakers at public hearing meetings shall apply.

In addition, the public may speak on matters which are not on the docket during the Public Discussion Period at public hearing meetings. The Mayor may grant permission to a person, who is unable to participate in public discussion at a public hearing meeting for medical, religious, family emergency or other similarly substantial reasons, to speak at a regular legislative meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply.

Guidelines for the Public Discussion Period

- (a) All speaker request forms for the public discussion period must be submitted by the time the item is called by the City Clerk.
- (b) No speaker will be allowed more than three minutes.
- (c) If more speakers are signed up than would be allotted for in 30 minutes, the Mayor will organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will also be allowed to speak during the 30 minute public discussion period.
- (d) If speakers seeking to address council on the same subject cannot agree on a particular order or method that they would like the speakers to be called on, the speakers shall be called in the chronological order of their request forms' submission.
- (e) Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.